



City of Seat Pleasant

Office of the City Council

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”

Department Name: Council Clerk

Date of Report: January 7, 2019 Reporting Period: December 1-December 30, 2018

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

- Communicated with Ms. Kittrell to reserve Activity Center for November Ward V monthly Meeting
- Communicate with Public Works for set up of November Ward 5 Meeting
- Council Clerk prepared flyers, agendas, sign-in sheets, for Ward V meeting
- Attend Ward V Meeting for the month of November
- Council Clerk maintain all City Councils Calendars
- Council Clerk maintained and Scheduled Council Chambers for the month of November
- Contact vendors for November Ward 5 meeting
- Confirm speakers for November Ward 5 meeting
- Update Ward V Sign-In spreadsheets
- Process Purchase request for Ward Meeting reimbursements
- Coordinate w/ Public Works and Public Engagement Department to request equipment for ward meeting
- Met with Councilmember McCarthy for assignments to start for upcoming months
- Process Purchase request for Ward Meeting reimbursements
- Attend November Regular work Session
- Attend November Public Session
- Attend NLC briefing w/ Mayor Grant
- Attend NLC Conference
- Assist with Exhibit booth for NLC
- Attend classes for NLC
- Assist w/ serving food w/ Shining Star
- Attend Board of Licensing Hearing

